

GCSE Digital Technology: Preparing Samples for Moderation Unit 3 (GDG3) and Unit 5 (GDG5)

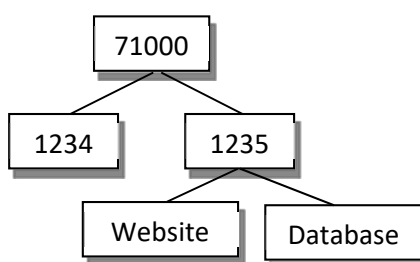


It is the responsibility of all centres to present GCSE Digital Technology controlled assessment samples in an appropriate manner to enable CCEA to carry out the moderation process efficiently and effectively. Please follow the instructions below to assist you.

1. Please refer to the sampling instructions issued to your centre identifying candidates whose work has been requested by CCEA. This information is provided on the green broadsheet printouts. Further guidance on sampling can be found in CCEA's *GCSE and GCE A/AS E-Moderation Product-Type Subjects: Instructions to Teachers* that is issued to all centres.
2. Ensure that all candidates in the sample have removed all unnecessary files from their folders in preparation for moderation.
3. Ensure the work of the top and bottom candidate is included in the sample. Please note that the bottom candidate is the candidate who has the lowest mark with a completed portfolio e.g. a *database, website and associated documentation* have all been created for GDG3, and an *application and documentation* have been created for GDG5.
4. Organise the work of each candidate in the sample in the following way:

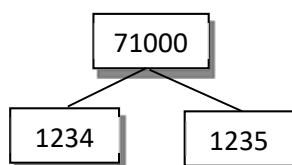
GDG3

Create a folder called **GDG3** on your desktop. In this, create one folder for each candidate in the sample and label each by **candidate number**. Within each candidate folder create two subfolders and call them **Database** and **Website** (the evaluation can sit outside these). Place the evidence the candidate has produced for GDG3 in the appropriate folder.



GDG5

Create a folder called **GDG5** on your desktop. In this, create one folder for each candidate in the sample and label each by **candidate number**. Place the evidence the candidate has produced for the task in the appropriate folder.



5. Insert a memory stick into your workstation to prepare for copying.
6. Copy the relevant folder from your desktop over to the memory stick. **If delivering both units, please ensure that you use a separate memory stick for each unit.**
7. Place the memory stick in the labelled envelopes sent out by CCEA, ensuring your centre number and the component code for the relevant unit are clearly marked e.g. **71000** and **GDG3**.